



## **COVID-19 Guidance for Mask Care/Disposal for Businesses**

*Policies will need to be tailored for each business and their shifts.*

**Purpose:** To establish a procedure for ensuring the safety of your employees by wearing a mask to reduce the particulate droplet of the wearer while working in close proximity of other co-workers.

**Scope:** All employees entering the building shall wear a surgical mask or other similar mask designed to limit the spread of particulate droplets of the wearer and adhere to social distancing guidelines, where applicable, as provided by the CDC.

**Guidance:**

1. Distribute five (5) surgical masks and five (5) paper bags to every employee; one (1) mask for every day of the week for your protection from COVID-19.
2. Prior to entering the building, all employees shall wear a surgical mask or equivalent (homemade mask, scarf, bandana, etc.).
3. The mask must cover the nose and mouth to avoid the spread of droplets, germs and viruses, and may be removed during break and lunch periods as long employees remain socially distanced from others.
4. At the end of a shift, the mask shall be placed in a paper bag marked number "1" with the employee's name. The next day worked, the employee shall use a second mask, and at the end of his/her shift, place the second mask in a separate paper bag, this time with number "2" and the employee's name written on the paper bag. This process continues until all five (5) masks are used. On the sixth shift, employees will use the mask placed in their paper bag marked number "1," and the process will be continued.

(Please do not place more than one mask in a paper bag).

5. In the event a mask is damaged, employees should contact their immediate supervisor for a replacement.
6. Please refer to guidance provided by the Pennsylvania DOH:

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Stop-the-Spread.aspx>

7. Please refer to mask decontamination guidance provided by the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/decontamination-reuse-respirators.html>

**Note:** In the best interest of your employees, all necessary precautions including wearing masks to avoid the potential spread of germs, viruses, etc., will be taken. We will make every effort to keep you all informed of any new developments related to COVID-19.